



Register Your Team for EPA's 2014 ENERGY STAR National Building Competition!

Registering your team to participate in EPA's 2014 National Building Competition is easy! See below for instructions and answers to frequently asked questions, and register your team between April 17th and May 16th.

Instructions for registering a team

Each team should designate a Team Leader to act as their main point of contact and register the team (defined as at least 5 buildings) for the competition. The Team Leader is responsible for:

1. Collecting the Portfolio Manager Building IDs and Building Names of team members.
2. Submitting this information to battleofthebuildings@cadmusgroup.com via the Microsoft Excel spreadsheet on the competition website (www.energystar.gov/battleofthebuildings).
Remember to do this during the registration period, April 17th to May 16th
3. Ensuring that:
 - a. Portfolio Manager data for team buildings has been submitted via the Portfolio Manager data request at www.energystar.gov/battleofthebuildings
 - b. Team members respond to future EPA requests for midpoint and final data. The Team Leader will be copied on emails to competitors, but is not required to do anything else.

Frequently Asked Questions

1. How do I find the Portfolio Manager Building IDs and names for buildings on my team?

If your team's buildings haven't been shared with your Portfolio Manager account, simply ask your team members for this information. The Portfolio Manager Building ID is available on the Details tab of each property in Portfolio Manager.

If buildings have been shared with your Portfolio Manager account and you want to include them on your team, you can obtain their building IDs by generating a Site EUI report from the Reporting tab. After you click on "Site EUI" in the report carousel on the Reporting tab, scroll to the bottom and select "Complete Reference Table". Here you'll see all Portfolio Manager Building IDs for all buildings in your account. You can download this information into Microsoft Excel using the icon in the lower right hand corner of the table.

2. Does the Team Leader have to submit team energy and water data via Portfolio Manager, or can team members do this themselves?

This can be done independently by team members through their individual Portfolio Manager accounts or, if buildings have been shared with a single account (e.g., the Team Leader's

account), that account holder can submit data for multiple buildings. You can learn how to submit data to the competition via Portfolio Manager at www.energystar.gov/battleofthebuildings.

3. Is completing and submitting the Excel spreadsheet at

www.energystar.gov/battleofthebuildings **all I have to do to register a team?**

For team registration, yes. However, while submitting the spreadsheet to EPA identifies your team members, it does not provide EPA with any building-level energy or water data. Make sure that the Portfolio Manager data for all your team's buildings has been submitted by May 16th. This can be done independently by team members through individual Portfolio Manager accounts or, if buildings have shared their data with a single account, that account holder can submit data for multiple buildings. You can learn how to submit data to the competition via Portfolio Manager at www.energystar.gov/battleofthebuildings.

4. How do I know if my team and team members made it into the competition?

EPA will be in touch with all confirmed competitors in June 2014 to welcome them to the competition. At this time we will also confirm and welcome teams by getting in touch with the Team Leader contacts.